SAP ARIBA SLP

SUPPLIER GUIDE

V1.1 – June 2019

SAP ARIBA - SUPPLIER GUIDE

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1. Scope

Document aim is to illustrate to ERG suppliers, the correct use of the SAP ARIBA platform.

Please note that the images and data here attached are for illustrative purposes and may therefore contain untruthful values.

2. Supplier Registration

You can proceed with the registration of your company, once you have received the registration email (an example is shown below):
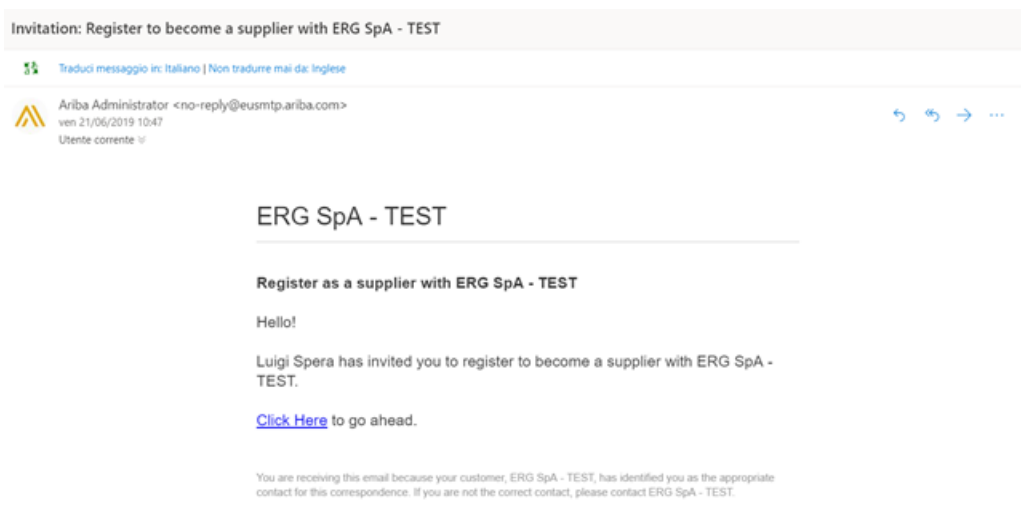
As per instructions, click on "Click here" to register as an ERG SPA supplier.

At this point it' s necessary to "Register" or "login" with the credentials already in your charge to the ariba network and complete the registration questionnaire.

If you already have ariba network credentials select "Login", otherwise "Register" and fill-in all the information requested in the form.

Once you access to the system, the registration questionnaire can be opened directly or clicking on the link shown in the image below.

Once you have completed the registration questionnaire you must SUBMIT it to ERG, using the "Submit" button.

You will receive 2 emails:

- First one, as wellcome to the platform;

- The second confirmation of correct sending of the registration.

By clicking on "Click here" you can access the suppliers area by entering the credentials entered during registration.

At this point the ERG user verifies the data entered during registration by the supplier and can:

- Approve the request (the system generates an email that confirms the approval of the request);
- Reject the request (the system generates an email that inform you about the closure with a negative result);
- Request additional information (in this case, you have to to the questionnaire thatn will then be sent to ERG for validation).

When the registration request is approved, ERG user can start the qualification process abouth the product category (s) of interest, by sending the qualification questionnaires to be filled in.

3. Supplier Qualification

Access the ariba platform using the credentials already provided.
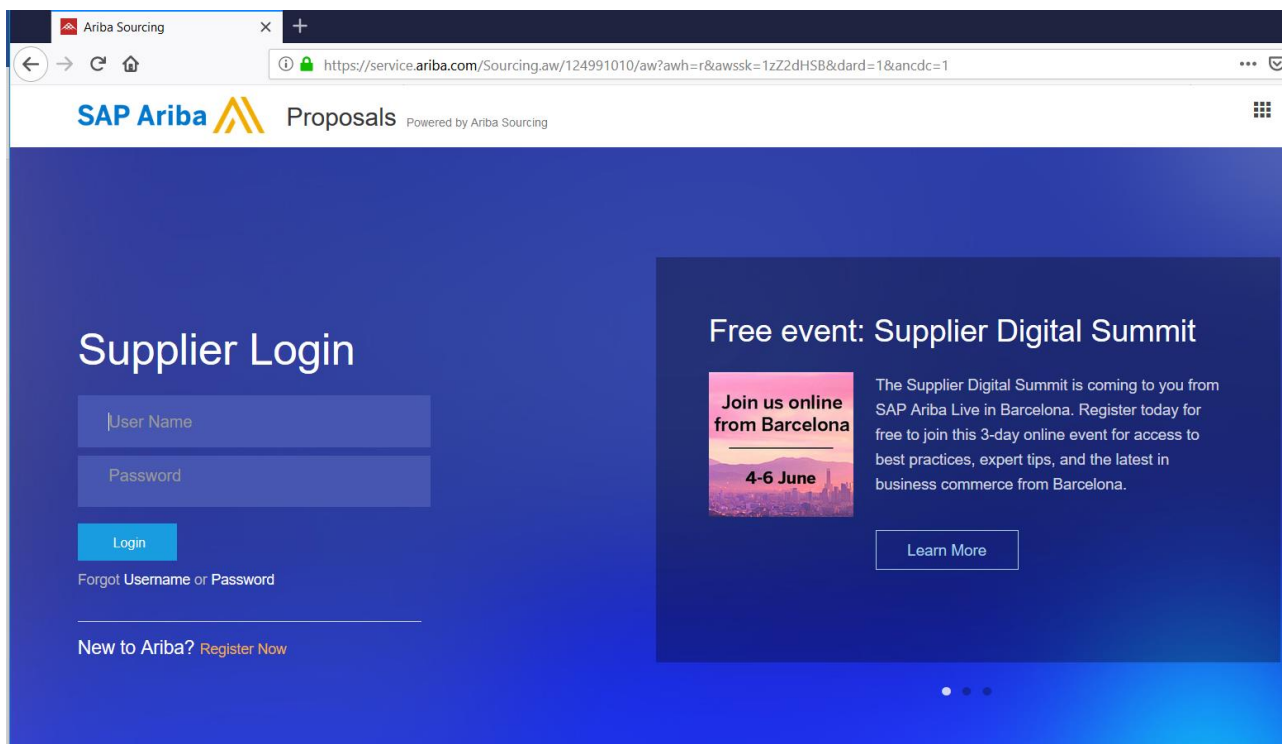
Fill in "qualification questionnaires", in the area "qualification questionnaires"

The following screen will appear containing the qualification questionnaire to fill in.

To be able to send the questionnaire to ERG, will be necessary to fill in all the mandatory fields. You can still stop filling out the questionnaire without losing the data entered up to the time of interruption by clicking on "Save".

Once the data has been entered and verified, the questionnaire can be sent to ERG via the "Subimit entire response" button.

Once the questionnaire has been sent, the ERG user starts the qualification approval process. At each stage of the qualification approval process the request can be:

- Rejected → The request has a negative result and you are not qualified.
- Approved → The qualification has a positive result for one or more product categories.
- Additional information requested → It's necessary to make changes to the questionnaires filled in previously, according to the indications received from ERG via email.